



WEST VIRGINIA SECRETARY OF STATE'S OFFICE

ELECTIONS DIVISION

2008 Campaign Finance Online Reporting System (CFRS)

Revised December 2007

NATALIE E. TENNANT • SECRETARY OF STATE

www.WVvotes.com





West Virginia State Election Commission Campaign Finance Online Reporting System

Welcome to the CFRS

The Office of the Secretary of State is pleased to introduce the 2008 version of the Campaign Finance Online Reporting System. Our guide will walk you through the steps of filing a campaign finance report using the CFRS. This online system will allow your committee to file campaign finance reports directly with our office. The system will sort the data you submit into a format that will ensure your equations are 100% correct and that the information is placed in the correct location on the forms. There will be no more questions about where appropriate entries should be placed; the Campaign Finance Reporting System will do it all for you.

By providing an email address when registering for the Campaign Finance Online Reporting System, you give our office the ability to notify your committee after every report has been submitted to ensure your document has been received. Some of the extra features of the CFRS include references to the West Virginia Code to assist in your compliance, help pages discussing the tasks at hand, the ability to review previously submitted reports by your committee in a format that the public can view, and many other features.

Our office is committed to the use of current technology to ease and expedite campaign finance reporting requirements. We hope you will share in our enthusiasm of the Campaign Finance Online Reporting System to use as your campaign finance filing tool. Please contact us if you have any questions or comments regarding campaign finances in the state of West Virginia.





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Authorization to Use the CFRS

Prior to gaining access to the Campaign Finance Reporting System, you must first have authorization. You may check the authorizing boxes on the F-1 Pre-candidacy Form, the P-3 Treasurer Designation Form or fill out the F-3 Authorization to use the CFRS. These forms are to be returned to the West Virginia Secretary of State's Office after completion. Two important functions of the Authorizing Forms are:

1. To authorize the use of the candidate's user name and password as an on-line verification of the user when submitting the reports; and

2. To capture the email address of the person using the CFRS online. (The Secretary of State's Office will use this email address for all communications regarding the use of the CFRS.)

Once your committee has submitted the authorizing form to the Office of the Secretary of State, the authorized person will receive a user name and password at the email address that has been provided. Do not give this user name and password to any person who is not authorized to handle your committee's finances. If at any point your committee would need to change the password to the Campaign Finance Online Reporting System, contact the Elections Division of the Secretary of State's Office and your password can be reset.

State of West Virginia
PRECANDIDACY REGISTRATION FORM
For All Statewide, Legislative, County and Municipal Offices

I will accept contributions and spend money in accordance with the provisions of the Public Finance Act, as permitted by West Virginia Code §3-8-5a.

☐ Check here to enroll your committee in the Campaign Finance Reporting System which will allow you to file the committee's finances via an internet service provided by the Secretary of State. This service is only available for committees that file with the Secretary of State.

Email: _____
Committee Name: _____
My treasurer or financial agent will be:
NOTE: A judicial candidate cannot act as treasurer or financial agent for his or her campaign.
Name: _____
Residence Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: (home) _____ (work) _____
Mailing Address: _____
Email: _____

☐ Check here to enroll your committee in the Campaign Finance Reporting System which will allow you to file the committee's finances via an internet service provided by the Secretary of State. This service is only available for committees that file with the Secretary of State.

I understand that every financial transaction related to my precandidacy or candidacy is subject to the requirements of the WV Code and the Rules & Regulations promulgated by the Secretary of State, including all reporting requirements. This document will serve as the oath for all electronically filed reports associated with the above listed campaign, if applicable.

Precandidate's signature _____
Treasurer's Signature _____

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File this form with Secretary of State if a candidate for statewide, legislative, or multi-county judicial office.
File this form with County Clerk if a candidate for county office or single-county judicial office.
File this form with Municipal Clerk/Recorder if a candidate for municipal (city or town) office.

Official Form F-1
Revised 4/97



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Log In Page

Upon entering the Campaign Finance Online Reporting System at www.wvsos.com/cfrs/index.aspx, the username and password is required in the Sign In area to access the CFRS. This username and password is issued to the treasurer of the committee upon submitting an authorizing form with the Secretary of State's Office. The CFRS is currently available for those committees that file with the Secretary of State's Office. Committees who file with the county or municipality will not be able to access the CFRS at this time.

Please Sign In

Username:

Password:

Sign In

Change Password

Please enter a new password.

Password:

Continue

Entering the CFRS for the first time will prompt you to create a new password. It is recommended that you use a password with at least 7 characters and one numerical value to ensure that your identity remains secure. (This entry will be case sensitive.) Once the password is

created, please write it down and put it in a safe location. The Secretary of State's Office will not be able to provide you with the password once it has been submitted.

If the password is created and is lost or misplaced, you can contact the Secretary of State's Office to have the password reset at 1-866-SOS-VOTE.



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Home Page

The Home Page is where you may choose which reporting period to modify or amend. You can access the Home Page at any time by selecting the Home button at the top right of any page while in the CFRS.

[Help](#)[Home](#)[Log Off](#)

Committee information as reported to the Secretary of State's Office can be viewed in the Campaign Information section of the Home Page. Information listed on this page will be shown on the submitted campaign finance forms as official committee information and treasurer contact information. If any of this information is incorrect, contact the Secretary of State's Office.

Amend or continue a previous report... (getting started)

Accessing the reporting period where you would like to enter data is located in the "Amend or Continue a previous report..." section. The reporting periods for committees are listed in the order of the date on which they are due within the election cycle. The CFRS will not grant access to a successive report until the previous report has been submitted. Information entered into the CFRS must have a reporting date within the reporting period. Any attempt to enter information outside of the proper reporting period will not be accepted.

First-Primary Not Submitted	Period: 3/31/2007 - 3/28/2008 Due: 3/29/2008 - 4/4/2008
Pre-Primary Not Submitted	Period: 3/29/2008 - 4/27/2008 Due: 4/28/2008 - 5/2/2008
Post-Primary Not Submitted	Period: 4/28/2008 - 5/25/2008 Due: 5/26/2008 - 5/30/2008

Upon first entering the CFRS, the only reporting period available to be selected will be the report at the top of the list. The subsequent report will not be accessible until the previous report is submitted to the Secretary of State's Office. Additionally, a report may not be submitted until the due date of that specific reporting period. This is to ensure that reports are not submitted before the appropriate reporting period.

Below each report is a status code for the reporting period. This status code will inform you of the activity that has taken place for that particular reporting period (i.e. waived, submitted, not submitted).



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The Waive Option

For the Annual and First-Primary reports, your committee may submit a waiver stating that your committee has not received nor spent (the total of both transactions) more than five hundred dollars (\$500) for the current reporting period. All financial activity which has taken place in the waived time period must be shown in the next report submitted.

For the First - General Report, a waiver may be filed if your committee has not received and spent (the total of both transactions) more than five hundred dollars (\$500) for the reporting period and has no outstanding loans, bills or outstanding debts. All financial activity which has taken place in the waived time period must be shown in the next successive report submitted.

From the Home Page, you will have a few options on which direction to take. In the "Amend or continue a previous report..." section, you may choose to edit a current report or previously submitted report. You will have reports available from the first report ever submitted online up to the most current report. To enter into a desired reporting period, simply click on the report name.

If your committee has less than \$500 in total transactions during this reporting period and if this is the General - First Report, you have no outstanding loans, you may waive this report. Select the "Waive This Report" button below to waive this report.

Waive This Report

Continue where you left off

This function is used to direct you to the last report in which you had activity. While this will always get you back to where you left off in your data entry, please ensure that the reporting period is the one in which you wish to make changes or updates.

Report:	First-Primary
Period Range:	3/31/2007 - 3/28/2008
Due Range:	3/29/2008 - 4/4/2008
Status:	Not Submitted
<p>Continue</p>	



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Report Summary Page

The Report Summary Page gives a brief overview of the information that has been submitted for that reporting period. The summary on the left side of the screen will allow you to take a quick glance at where your reporting period stands financially, and the right side of the screen will allow you to enter, view or edit the report for that type of transaction. It is important to note that it is not the entire election cycle information, but the information for the reporting period which you have selected.

The types of transaction are as follows (more information is available for these transactions later in the following pages of this guide):

Total Monetary Contributions- the total of all monetary contributions that have been given to your committee

Total Contributions- the total of all things of value that have been given to your committee, including in-kind contributions

In-kind Contributions-the total of all things of value other than money that have been given to your committee

Total Other Income-total of all money received that is not a contribution (i.e. loans)

Total Debts-total unpaid bills and outstanding loans

Total Expenditures Paid- all money that has been spent from committee funds

Total Disbursements of Excess Funds-all money spent from funds in a previous campaign fund

Repayment of Loans-any payments made on outstanding loans during the current reporting period



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TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE	TOTAL EXPENDITURES ELECTION YEAR-TO-DATE
\$0.00	\$0.00

RECEIPTS OF FUNDS:

Totals for this Period

Contributions	\$0.00
Monetary Contributions from all Fund-Raising Events	+ \$0.00
Receipt of a Transfer of Excess Funds	+ \$0.00
Total Monetary Contributions:	= \$0.00
In-Kind Contributions	+ \$0.00
Total Contributions:	= \$0.00
Other Income	\$0.00
Loans Received	+ \$0.00
Total Other Income:	= \$0.00

OUTSTANDING LOANS & DEBTS:

Unpaid Bills	\$0.00
Outstanding Loans	+ \$0.00
Total Debts:	= \$0.00

CASH BALANCE SUMMARY

Beginning Balance (<i>ending balance from previous report</i>)	\$0.00
Total Monetary Contributions	+ \$0.00
Total Other Income	+ \$0.00
Subtotal: (a.)	= \$0.00
Total Expenditures Paid	\$0.00
Total Disbursements of Excess Funds	+ \$0.00
Repayment of Loans	+ \$0.00
Subtotal: (b.)	= \$0.00

Ending Balance:

(Subtotal a. - Subtotal b.) <i>Cannot be negative balance</i>	= \$0.00
---------------------------------------------------------------	-----------------



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Entering the Information

To enter the information into the reporting period which you are logged into, you may choose the type of transaction that you would like to add to, review or edit. Once you have entered into the correct transaction type, there will be step by step instructions as to what information will need to be entered.

Each transaction type will have several options. You will be able to navigate through each transaction type by answering the questions prompted by each of your selections.

What Do You Want To Do?

- [Add Contribution](#)
- [Upload Bulk Contributions](#)
- [Review/Modify Contributions](#)

- [Add Fundraising Event](#)
- [Review/Modify Fundraising Events](#)
- [Add Other Income](#)
- [Review/Modify Other Income](#)

- [Add Loan Information](#)
- [Review/Modify Loans](#)

- [Add Expenditure](#)
- [Upload Bulk Expenditures](#)
- [Review/Modify Expenditures](#)

- [Review Unpaid Bills](#)

Income

Add Contribution

[Add Contribution](#) – Use to add a contribution given by any source that will go toward a person's or committee's contribution limitations.

Income - Add a Contribution

When adding a contribution the system will ask you a series of questions, gathering all the required information needed to report the contribution. The amount of information will be dependent on the responses that you give. It will not let you proceed until all required information has been given.



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A “**Monetary Contribution**” means a contribution that has been given to your committee by means of cash, check, credit card payment, or electronic transfer.

An “**In-Kind Contribution**” means a contribution given to your committee by any other means of giving things of value. An example is food at a fundraiser or the use of a car without reimbursement. Keep in mind, however, that volunteer personal services such as time volunteered to prepare mailings or participate in a parade do not count as an in-kind contribution. If a contribution is given as “In-kind”, a description of the contribution must be given.

Income - Add a Contribution

Please select the type of contribution ...

- ☒ **Monetary** - Any type of monetary contribution (cash, check, other...) from an individual or PAC.
- ☐ **In-Kind** - Any non-monetary contribution.

Was this contribution received as part of a fundraising event?

☐ Yes ☒ No

< Go Back

Continue >

Finish

Cancel

Finish & Add Another

Was this contribution received as a part of a **fundraising event**? Yes or No

All financial activity in relation to a **fundraising event** must be reported separately from the other financial transactions of your committee. This will allow the system to sort the information to the proper section of the form that records your activity for a specific fundraiser. Reporting fundraising events are discussed further in West Virginia Code §3-8-5a (c) and the definition of a “Fundraising Event” can be found in West Virginia Code §3-8-1a (13).

If you select “**yes**” that the contribution is in relation to a fundraising event, you may then choose either the fundraising event it was in relation to or create a new fundraising event for which you received the contribution.



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General Contribution Information... (mandatory for all contributions)

The **name** of the contributor – If the contribution is given by check, the name will be the person who signed the check. Anonymous contributions **cannot** be accepted.

The **date** of the contribution – The date of the contribution would be the day on which the committee received the funds, not the date of the check or postmark.

The **amount** of the contribution – There is a \$1,000 contribution limit to each election cycle from any person who is not the candidate of a candidate's committee.

Income - Add a Contribution

General Contribution Information

Enter the name of the contributor.

Please enter the date this contribution was received.

Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.

Enter the amount of the contribution.

Was this contribution received from excess funds of a previous campaign?

☐ Yes ☒ No

Was the contribution made from **excess funds** of a previous campaign? Yes or No

“**Excess funds**” occur when a candidate is no longer running for office, whether he or she wins, loses or withdraws. The rules of proper expenditures then change after they are no longer a candidate. Because of this distinction, the disbursement of excess funds is reported separately from other transactions. To learn more regarding disposition of excess campaign funds, refer to West Virginia Code of State Rules §146-3-7.

At this point the CFRS will allow the information of a contribution to be completed if the amount was less than \$250. However, if the contribution is \$250 or more, more information must be recorded.



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Contribution Information of \$250 or more...

Contributor's occupation – What the contributor does for a living

Where the contributor is employed – Where the contributor works

Contributor's Mailing and Physical Addresses – Both must be listed if they are different addresses

Once completed, select the Finish button and you will return to the Reporting Period menu to review and select another transaction type.

Contributor Information

Enter the contributor's occupation.

Where is the contributor employed.

Enter the contributor's affiliation.

Enter the contributor's physical address.

Address:

City:

State:

Zip Code:

Is this contributor's mailing address different than their physical address.

☐ Yes ☒ No

[< Go Back](#)

[Continue >](#)

[Finish](#)

[Cancel](#)

[Finish & Add Another](#)



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Upload Bulk Contributions

[Upload Bulk Contributions](#) – Use to upload, preview and submit bulk data files containing multiple contributions given by any source that will go toward a person's or committee's contribution limitations.

Income – Upload Bulk Contributions

Upon selecting the bulk upload option you will be directed to an upload data page. Select browse and navigate to the location where the bulk data file resides, select the file and click open. Click the upload button to upload and preview the file or click the cancel button to return to the Income main menu. The data file selected must be of type TXT and the file size must not exceed 4MB. A status bar will display the upload status to the user. Contact the Elections Division of the Secretary of State's Office for the necessary file format specification.

Income - Bulk Upload Contributions

Click the Browse button to locate file for upload.

Once the file is selected and uploaded, if all records are valid, it will be loaded into a grid display area in order for you to examine the file to ensure completion and correctness. You will not be able to modify the data. The grid will enable pagination and allow sorting capabilities. The grid will show the total number of records.

Income - Bulk Upload Contributions

Contribution Type	Contribution Date	Contributor Name	Contribution Amount	Occupation	Employer	Affiliation
2	10/10/2003 12:00:00 AM	Mr Fundraiser	360.0000	test		Pac Affilit
1	10/12/2004 12:00:00 AM	Jon Flow	249.0000			
2	10/10/2003 12:00:00 AM	Jacob Smith	521.5000			



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After you examine the file and deem it correct and complete, select the Finish button to complete the upload. If you do not wish to complete the upload you may select the Cancel button which will return you to the Income main menu.

1	1/1/2006 12:00:00 AM	test2	1500.0000	test		
1	1/1/2004 12:00:00 AM	Test	120.0000			
2	1/1/2004 12:00:00 AM	TestTester	150.0000			

In the event errors are encountered during the upload, the Finish button will be disabled and instead of the data in the grid, the error report will be visible. You will have the ability to export as pdf and print the error report. The error report will list the error details and suggested instructions for you to correct the error or errors. Errors must be corrected in your system, a new data file created and the data file re-uploaded. If the error report is visible the user must hit the Cancel button to return to the Income main menu.

CFRS Bulk DataUpload - Contributions
Error Report

[Acrobat \(PDF\) file](#) Print Date: 2/29/2008 8:16:44 AM

Line Number	Transaction Date	Name:	Amount:	Error Description:	Suggested Solution:
1	12/01/2007	Test1	\$1500.00	Invalid transaction date.	Correct transaction date.
2	12/02/2007	Test2	\$1500.00	Invalid Name	The name field exceeds 50 characters.
3	10/02/2007	Test3	\$1500.00	Invalid Amount	Please enter a valid dollar amount with no commas or dollar signs.

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If the data is valid select the finish button and the file will be processed. Processing of the file will add the records contained within the file to the system in the same manner as contributions are added manually. Upon successful processing of the data file you will receive a confirmation response page indicating the upload was successful and how many records were processed.

Income - Bulk Upload Contributions

Upload Confirmation Response

Your file was uploaded successfully.

X records have been processed.

Click the Finish button to return to the main Contributions page.

Click the Finish and Add Another to upload another file.

Finish

Finish & Add Another

Processing of the data file is transactional. Either all records are valid and appended or no records will be processed.



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Review/Modify Contributions

[Review/Modify Contributions](#) –The review page for contributions will allow you to search all contributions made to your committee that have been recorded. If you would like to sort the information in the spreadsheet, just click on the column heading for the field. This will let you check your records to ensure all contributions are accounted for in the report. Be certain to notice that this information is for the reporting period only, not for the entire election cycle.

How to edit a contribution

If an error in a contribution has been recorded, check the edit button to the right side of the contribution on the spreadsheet and make the correction. All of the information that has been recorded will become available for you to edit. When making an edit in a previously submitted report, remember to resubmit the report to the Secretary of State's Office as an amended report.

Income - Review Contributions

- [Finished reviewing contributions](#)

View the following types of contributions:

Type	Date	Contributor Name	Fundraiser	Amount		
Individual	12/1/2007	_		\$0.00	Edit	Delete



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Add Fundraising Event

[Add Fundraising Event](#) – Enter information for a new fundraising event. This would need to be done prior to entering contributions and expenditures related to a fundraising event.

Information that you will need to create a new fundraising event are:

The Event Name—A name that you give to the specific occasion, (for example, dinner at the Marriott, bake sale at Jenny's)

The Event Date—The date that the fundraiser was held

Description—What kind of fundraiser was held (i.e. cocktail party, dinner)

Event Location—Place where the fundraiser was held

Location Address—Information on the event location

Select a fundraiser from the list ...

Please select ... ▼

[... or add a new fundraising event.](#)

Event Name:

Event Date:

Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.

Description:

Event Location:

Location Address:

City:

State:

Zip:

[< Go Back](#)

[Continue >](#)

[Finish](#)

[Cancel](#)

[Finish & Add Another](#)



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Review/Modify Fundraising Events

[Review/Modify Fundraising Events](#) – The review page for fundraisers will allow you to search all the fundraisers your committee has recorded.

Income - Review Fundraisers

- [Finished reviewing fundraisers](#)

Name	Event Date	Event Type	Location	
–	12/1/2007	–	–	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

How to edit a fundraiser

If an error in a fundraiser has been recorded, check the edit button to the right side of the fundraiser on the spreadsheet and make the correction. All of the information that has been recorded will become available for you to edit. When making an edit in a previously submitted report, remember to resubmit the report to the Secretary of State's Office as an amended report.

Add Other Income

Other Income – Other Income can be described as all income given to your committee that was not received as a contribution. Examples of other income are returned checks, bank interest, and so on. For all sources of other income, there must be a description of the receipt.

Information needed for recording Other Income:

Date of Income – The day that the committee received the funds

Amount of Income - How much money was received

Source of Income – Who gave the funds to your committee

Description - A brief description of the source of the income

Income - Add Other Income

Date of Income: (i.e. 12/31/2005)
Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.

Amount of Income:

Source of Income:

Description:



West Virginia State Election Commission Campaign Finance Online Reporting System

Review/Modify Other Income

The review page for Other Income will allow you to search all Other Income received by your committee that has been recorded.

How to edit a contribution

If an error has been recorded, check the edit button to the right side of the other income on the spreadsheet and make the correction. All of the information that has been recorded will become available for you to edit. When making an edit in a previously submitted report, remember to resubmit the report to the Secretary of State's Office as an amended report.

Loans

Add Loan Information

[Add Loan Information](#) – To add a loan, you must have the following information:

Loan Source – The lending body that issued the loan

Loan Amount – The amount that was loaned

Transaction Date – The day that the loan agreement was signed

Lender's Address – Location of the lending body

When creating a new loan, do not forget to submit a copy of the F-14 Loan Agreement form with the next report that is due for your committee.

Loans - Add a Loan

Loan Source:	<input type="text"/>
Loan Amount:	<input type="text"/>
Transaction Date:	<input type="text"/> (i.e. 12/31/2005) <i>Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008</i>
Lender's Address:	<input type="text"/> <input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
<input type="button" value="Finish"/> <input type="button" value="Cancel"/> <input type="button" value="Finish & Add Another"/>	



West Virginia State Election Commission Campaign Finance Online Reporting System

Review/Modify Loans

[Review/Modify Loans](#) – When reviewing loans, you must select the loan you want to review and click on the review button. This will allow you to review all of the transactions that have been made in reference to that loan.

Loans

- [Finished reviewing loans](#)

Payments		Loan Date	Lender	Loan Amount	Balance		
<input type="button" value="Review"/>	<input type="button" value="Record"/>	–	12/1/2007	\$0.00	\$0.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Make payment on a loan

To record a payment to the loan, click the record button. You will need to provide the date of the payment, the amount of the payment, and the check number, if applicable.

Loans - Add a Payment

Payment Date: (i.e. 12/31/2005)
Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.

Check Number:
Optional

Payment Amount:
Max: \$1.00

How to edit a loan

If an error in a loan has been recorded, click on the edit button to the right side of the loan on the spreadsheet. All of the information that has been recorded will become available for you to edit. When making an edit in a previously submitted report, remember to resubmit the report to the Secretary of State's Office as an amended report.



West Virginia State Election Commission Campaign Finance Online Reporting System

Expenditures

Add Expenditure

All expenditures must have the following information:

Date of Transaction – The day the liability of the expense was acquired

Purpose – All purposes of expenditures must adhere to those set by West Virginia Code §3-8-9 or West Virginia Code of State Rules §146-3-6.

Amount of Expenditure – The total amount or total liability of the expenditure

Paid To (Payee) – Who received payment

Payee's Address – Where the payee is located

Expenditures - Add an Expenditure

Date of Transaction:	<input type="text"/> (i.e. 12/31/2005)
	<i>Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.</i>
Purpose:	<input type="text"/>
Amount of Expenditure:	<input type="text"/>
Paid To:	<input type="text"/>
Payee's Address:	<input type="text"/>
	<input type="text"/>
Payee's City:	<input type="text"/>
Payee's State:	<input type="text" value="WV"/>
Payee's Zip Code:	<input type="text"/>

Other Questions:

If the expenditure was in relation to a **fundraiser**, you must select which fundraiser.

Was this expenditure paid for by **excess funds**? Yes or No

“**Excess funds**” occur when a candidate is no longer running for an office, whether he/she wins, loses or withdraws. The rules of proper expenditures change after a person is no longer a candidate. Because of this distinction, the disbursement of excess funds is reported separately from other transactions. To learn more regarding disposition of excess campaign funds, refer to West Virginia Code of State Rules §146-3-7.

Has this expenditure has been paid for in full? Yes or No

If the bill is still unpaid, check the **no** option to show it as a liability still to be paid.



West Virginia State Election Commission Campaign Finance Online Reporting System

Upload Bulk Expenditures

[Upload Bulk Expenditures](#) – Use to upload, preview and submit bulk data files containing multiple expenditures.

Expenditures – Upload Bulk Expenditures

Upon selecting the bulk upload option you will be directed to an upload data page. Select browse and navigate to the location where the bulk data file resides, select the file and click open. Click the upload button to upload and preview the file or click the cancel button to return to the Expenditures main menu. The data file selected must be of type TXT and the file size must not exceed 4MB. A status bar will display the upload status to the user. Contact the Elections Division of the Secretary of State's Office for the necessary file format specification.

Expenditures - Bulk Upload Expenditures

Click the Browse button to locate file for upload.

Once the file is selected and uploaded, if all records are valid, it will be loaded into a grid display area in order for you to examine the file to ensure completion and correctness. You will not be able to modify the data. The grid will enable pagination and allow sorting capabilities. The grid will show the total number of records.

Expenditures - Bulk Upload Expenditures

Date of Transaction	Purpose	Amount of Expenditure	Paid to	Payee Addr1	Pay
10/22/2003 12:00:00 AM	2	284.0000	Wal-Mart	1 Wally Road	
10/23/2003 12:00:00 AM	1	300.0000	Kinkos	12 Printing Lane	
10/28/2003 12:00:00 AM	1	25.0000	Super America	1 Super Drive	



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After you examine the file and deem it correct and complete, select the Finish button to complete the upload. If you do not wish to complete the upload you may select the Cancel button which will return you to the Expenditures main menu.

1/16/2008 12:00:00 AM		2.0000	City National Bank	PO Box 7077	
1/1/2006 12:00:00 AM		1500.0000	Someone	Nowhere Fast	Nor
1/1/2006 12:00:00 AM		2500.0000	Someone	Nowhere today	non

In the event errors are encountered during the upload, the Finish button will be disabled and instead of the data in the grid, the error report will be visible. You will have the ability to export as pdf and print the error report. The error report will list the error details and suggested instructions for you to correct the error or errors. Errors must be corrected in your system, a new data file created and the data file re-uploaded. If the error report is visible the user must hit the Cancel button to return to the Expenditure main menu.

CFRS Bulk DataUpload - Expenditures Error Report

Print Date: 2/29/2008 8:13:46 AM

Line Number	Transaction Date	Name:	Amount:	Error Description:	Suggested Solution:
1	12/01/2007	Test1	\$1500.00	Invalid transaction date.	Correct transaction date.
2	12/02/2007	Test2	\$1500.00	Invalid Name	The name field exceeds 50 characters.
3	10/02/2007	Test3	\$1500.00	Invalid Amount	Please enter a valid dollar amount with no commas or dollar signs.

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If the data is valid select the finish button and the file will be processed. Processing of the file will add the records contained within the file to the system in the same manner as expenditures are added manually. Upon successful processing of the data file you will receive a confirmation response page indicating the upload was successful and how many records were processed.

Expenditures - Bulk Upload Expenditures

Upload Confirmation Response

Your file was uploaded successfully.

X records have been processed.

Click the Finish button to return to the main Expenditures page.

Click the Finish and Add Another to upload another file.

Finish

Finish & Add Another

Processing of the data file is transactional. Either all records are valid and appended or no records will be processed.



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Review/Modify Expenditures

When reviewing **expenditures**, you must select the expenditure you wish to review and click the review button. This will allow you to review all of the transactions that have been made in reference to that expenditure.

Expenditure - Review Expenditures

- [Finished reviewing expenditures](#)

Payments		Paid To	Purpose of Expenditure	Transaction Date	Amount	Unpaid Balance	
<input type="button" value="Review"/>	<input type="button" value="Record"/>	-	-	12/1/2007	\$0.00	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Make a payment on an unpaid bill

To record a payment to the **unpaid bill**, click the record button. You will need to provide the date of the payment, the amount of the payment, and the check number, if applicable.

Expenditures - Add a Payment

Vendor: - 12/1/2007
Balance = \$0.50

Payment Date: (i.e. 12/31/2005)

Note: This date must fall within the reporting period: 3/31/2007 - 3/28/2008.

Check Number:
Optional

Amount Paid:
Max: \$0.50

How to edit an expenditure

If an error in an **expenditure** has been recorded, click on the edit button to the right side of the expenditure on the page and make the correction. All of the information that has been recorded will be available for you to edit. When making an edit in a previously submitted report, remember to resubmit the report to the Secretary of State's Office as an amended report.



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Unpaid Bills


Review/Modify Unpaid Bills

An **unpaid bill** is an expenditure that has not been completely paid off during a previous reporting period. The Unpaid Bill will continue to be reported until the bill is paid off. You can go to the **Review/Modify Unpaid Bills** page to provide a record of payment toward an **unpaid bill**. The unpaid bill will not be available to be reviewed during the reporting period in which you are working.

Review/Summary Page

The Review/Submit page will allow you to view all your committee's activity as it will be reported to the Secretary of State's Office. This format mirrors the filing requirements of a paper filer and completes all reporting requirements of West Virginia Code §3-8-5a with the information that has been entered previously. Before any report is submitted, please carefully inspect the report to ensure that all information is current and has been properly recorded.

Below is a preview of the report as it will be filed with the Secretary of State's Office. Please take a minute to review and click on the "Submit Report" button when you are ready.

 Please note that once the report is submitted, it is an official filing. If changes are to be made to the submitted report an amended report must then be filed.

Submit Report

Report cannot be submitted before the period start date.

State of West Virginia Campaign Financial Statement (Long Form) in Relation to the 2008 Election Year

Candidate or Committee Name testpam		Candidate or Committee's Treasurer House	
Political Party (for candidates)		Treasurer's Mailing Address (Street, Route, or P.O. Box) 1234 ave.	
Office Sought (for Candidates)	District/Division	City, State, Zip Code Charleston, WV 25555	Daytime Phone #
Election Cycle Reporting Period (check one): <input checked="" type="checkbox"/> Primary - First Report Due Mar 29-Apr 04, 2008 <input type="checkbox"/> General - First Report Due Sep 22-Sep 26, 2008 <input type="checkbox"/> Pre-primary Report Due Apr 28-May 02, 2008 <input type="checkbox"/> Pre-general Report Due Oct 20-Oct 24, 2008 <input type="checkbox"/> Post-primary Report Due May 26-May 30, 2008 <input type="checkbox"/> Post-general Report Due Nov 17-Nov 21, 2008			Check if Applicable: <input type="checkbox"/> Amended Report You must also check box of appropriate reporting period <input type="checkbox"/> Final Report Zero balance required. PAC must also file Form F-6 Dissolution
Non-Election Cycle Reporting Period: <input type="checkbox"/> Annual Report 2008 Calendar Year Due last Saturday in March or within 6 days thereafter			



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Submitting a Report

Upon submitting the report, your committee will receive an email to notify you that the Secretary of State's Office has received the report. If you receive a notification email when you have not submitted a report, contact the Secretary of State's Office at 1-866-SOS-VOTE immediately. If an email address for your committee has not been submitted to our office, please do so as soon as possible so you can receive this vital notification when reports are submitted.

To view this report after it has been submitted, you may find it under report history on the home page for your committee on CFRS.

If you have any questions or concerns while using the CFRS please contact the Secretary of State's Office using the contact information listed below.

West Virginia Secretary of State's Office
Elections Division
E-mail: elections@wvsos.com
Toll Free: 1-866-SOS-VOTE
Phone: (304) 558-6000
Fax: (304) 558-8386